I. <u>Call to Order/Roll Call</u>

Board of Selectmen Chairman Alex Vispoli and Finance Committee Chair Joanne Marden opened the Joint Meeting of the Board of Selectmen and Finance Committees at 7:01 P.M. in the Selectmen's Conference Room at the Town Offices. Present from the Board of Selectmen: Chairman Alex Vispoli and Selectmen Mary Lyman, Brian Major and John Hess. Present from the Finance Committee: Chair Joanne F. Marden and members Richard T. Howe, S. Jon Stumpf, Margaret Kruse, Cynthia Milne, Paul Fortier, and Greg Rigby. Also present: Town Manager Reginald S. Stapczynski and Assistant Town Manager Steven S. Bucuzzo. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

Chairman Vispoli led the members in a Moment of Silence followed by the Pledge of Allegiance.

III. FY-2012 Budget Presentation

A. Plant & Facilities Department

Joseph Piantedosi, Acting Director of Plant & Facilities, distributed revised budget sheets to replace pages 78 and 82 in the Town Manager's Recommended Fiscal 2012 Budget Book. The mission of the P & F Department is to provide a responsive, well-planned and cost effective maintenance operation and capital improvement program for all Town and School buildings, building systems, grounds, forestry, cemetery, vehicles, Town energy, security, purchasing, and regulatory issues. A review of the organization chart shows the Department is made up of six divisions: Administration, Facilities Services, Parks & Grounds/Forestry/Cemetery, Building Maintenance, Mechanical and Electrical, and Vehicle Maintenance.

Issues and challenges facing the Department are similar to last year: maintaining level services on a decreased budget; aging buildings (14 over 50 years old); aging fleet (52 over 8 years old); cost escalations of building materials, fuel, and utilities; regulatory and safety compliances (asbestos, lead, air quality, hazardous waste, air emissions, mold, ADA, underground tanks, elevators, PCB's, new building codes, radon); and snow removal especially roofs. This year \$55,000 was spent removing snow from selected buildings/schools.

Mr. Piantedosi reviewed the Operating Budget for the eight divisions within the Department for FY-2011 and FY-2012.

	<u>FY-11</u>	<u>FY-12</u>	<u>+/-</u>
Maintenance	\$478,341	\$513,562	\$ 35,221
Facilities	\$844,225	\$818,466	\$(25,559)
Building Maintenance	\$660,533	\$665,567	\$ 5,034
Mechanical/Electrical	\$861,665	\$862,006	\$ 341
Parks & Grounds	\$538,078	\$538,446	\$ 368
Forestry	\$271,633	\$272,395	\$ 762
Spring Grove Cemetery	\$ 211,216	\$214,610	\$ 3,394
Vehicle Maintenance	\$550,634	\$579,882	\$ 29,248
Revenue Offsets	(115,000)	(128,475)	<u>\$ 13,475</u>
			\$ 35,334

1

Staffing levels for FY-2012 remain the same as FY-2011 with 47.0 full-time and 2.1 part-time personnel. Mr. Piantedosi pointed out that on page 74 of the budget book it should show the Security Guard position as a .5 position.

Revenue Streams	Actual <u>FY-10</u>	Estimated <u>FY-11</u>	Estimated <u>FY-12</u>
Bald Hill Compost	\$ 22,124	\$ 20,000	\$ 20,000
Cemetery	\$ 60,151	\$ 60,000	\$ 60,000
Fields	\$ 69,000	\$ 80,500	\$ 80,500
Rentals	\$ 65,000	\$ 68,475	\$ 68,475
	\$216,875	\$228,975	\$228,975

The Department is requesting reinstatement of two positions: 1) a 19-hour Clerk for Facilities Services; and 2) a W-6 Painter with a lower Grade W-4 Carpentry Assistant.

Potential service impacts of a reduced budget would be: reduced custodial support, deferred building maintenance, deferred mechanical maintenance, reduced maintenance of fields and grounds, and deferred maintenance of vehicles.

The Lighting Program is complete across the Town/School buildings costing \$1,323,031 with \$633,158 received in grants/rebates and \$689,873 funded by the Town through an interest free loan from savings. The fuel and utility costs for the year could have a balance of \$67,211 contingent upon fuel prices. The FY-2012 Utility Budget total is estimated at \$3,766,975 for both the Town (\$2,282,875) and Schools (\$1,484,100). The FY-11 budget of \$3,921,800 is \$154,825 more than the estimate for FY-2012. Savings are a direct result of all Town buildings being converted to natural gas (costing 69% of what we would be paying for #2 oil had we not converted) and the completion of the lighting program.

Questions:

Are there any regulatory or safety issues relative to the infrastructure you are aware of? Snow on the roof of the Bancroft School and Town Yard – every single issue gets high priority.

Could they strengthen the roof structures at the Town Yard? Would have to tear the buildings down, basically they are large lawn sheds that were built for temporary use and are not worth salvaging.

Will the field rentals increase once the Blanchard Street Fields go on-line in FY-13? They will but not by much. The primary user of the field is donating a substantial amount of money to the project, however, they are paying a fee of \$5 per person per season. They currently use Deyermond Field off of Chandler Road and we do not get any revenue for that because they maintain the fields for us.

What percentage of the revenue received from the rental of the Schools does the Town get? Rental fees go through Plant & Facilities, the custodial fees goes to the Schools as do the energy and maintenance fees.

Did we outsource the labor for the Energy Conversion Program? *Outside contractors* were used for the lighting program and in-house staff for all other jobs.

Joanne Marden said she would like to see a full picture on the costs for fields, and the contributions received from the leagues. Selectman Major suggested next year they break out the actual revenue received for permits to give a more accurate measure of requests. The Finance Committee asked to receive the quarterly energy report.

B. Capital Projects

Joe Piantedosi displayed pictures of several maintenance items on the CIP list which included: AHS bathrooms and sink replacements, tennis court resurfacing, replacement of rubber treads on concrete steps, installation of room shades on the upper floors at High Plain/Wood Hill, masonry repairs for both the school and town (sidewalks, paving, catch basins), roof and windows at West Middle. The roof /windows replacement at West Middle has been approved by MSBA for \$600,000 in funding. Installation of an elevator at Doherty Middle / Andover Memorial Building has been put off for another year. There are major problems with asbestos tiles in the Copy Center – the project was started this past week as it could not wait any longer. Discussion on moving the Copy Center to Andover High School is still active.

Mr. Piantedosi talked about other CIP requests which included replacing the 1999 cargo van with a more energy efficient Ford Transit Van; replacing the Kubota Tractor, a primary vehicle used throughout the year, is totally rotted out. P & F 2 covers all major Town projects and addresses significant building repairs needed specifically masonry work. The Board asked if the Balmoral masonry repairs on P & F -7 (pg 54) could come from other funding sources such as the William Wood Fund, Balmoral Green Partnership or the Preservation Committee, and if the repainting of the benches could be a project handled by an Eagle Scout(s) or Youth Services. The Town Manager will work with Joe on investigating other funding options.

School 1-2-3-4 add up to more than the Town Manager's Recommended Budget, do you have a clear priority for items to be done? *Priority is defined by a 1 or 2, most important items are funded first, although sometimes priorities change, and sometimes we do a project in phases of what we can do/afford each year.*

Mr. Piantedosi referred the members to P&F 1, Page 21 in the CIP – the Town Projects-Building Division which lists all ongoing maintenance items in the Budget.

Selectman Major asked if we are taking into account what is being done post-mortem on our newer schools so the same mistakes don't get repeated? Yes, a presentation on items that could/should have gone better in previous building projects was shared at a meeting on Plant & Facilities Standards.

The Boards discussed whether it makes sense to keep the line item for the Town-funded salary of an employee in P&F-1 of the CIP or if it should be moved to the operational budget. Selectman Lyman asked for a list of the ADA Compliance (handicap accessibility) items scheduled in the CIP for this year.

Several items in P &F-2 of the CIP for Town Projects in the Mechanical Electrical Division have been cut back or deferred and P&F-4 – Town Vehicles shows four vehicles listed for replacement in FY-12. Discussion on Town Vehicles is scheduled for Monday, March 14th. P&F-8 – Municipal Services Facility is a request for additional funding to cover engineering studies and evaluate proposals for the Town Yard.

Selectman Major said the Town Yard Task Force has determined the Dascomb Road site is too expensive and are putting together an RFP for consideration of other options that are a less expensive alternative.

Peggy Kruse asked if it would be possible to put up some type of natural screening to shield buildings and vehicles from the Spring Grove Cemetery. *That is something they had planned to do.*

Selectman Lyman asked what budget the West Andover Fire Station falls under. *Repairs are funded through Plant & Facilities, cleaning is funded from the Fire Department accounts.*

IV. Adjournment

On a motion by Selectman Lyman with a second by Selectman Major it was voted 4-0 to adjourn the Joint Session Meeting at 9:18 P.M.

On a motion by Finance Committee member Greg Rigby, with a second by Jon Stumpf, it was voted to adjourn the meeting.

Respectfully submitted,

Dee DeLorenzo Dee DeLorenzo, Recorder